

## Basic Shopping PCard Marketplace

This guide was created from a Test site with the intention to show end users the difference types of catalogs in WISBuy. The screen prints do not reflect the actual WISBuy production site. In the production site for WISBuy, catalogs are arranged by contract.

There are three types of catalogs, Hosted, Punchout and State Hosted. Hosted catalogs are imported by the supplier and approved by the contract manager. Punchout catalogs are links to special supplier websites within WISBuy and say Punchout on the supplier sticker. State Hosted catalogs are suppliers with small catalogs that are imported by the KIT staff. State Hosted catalogs have the same functionality as the Hosted catalogs.

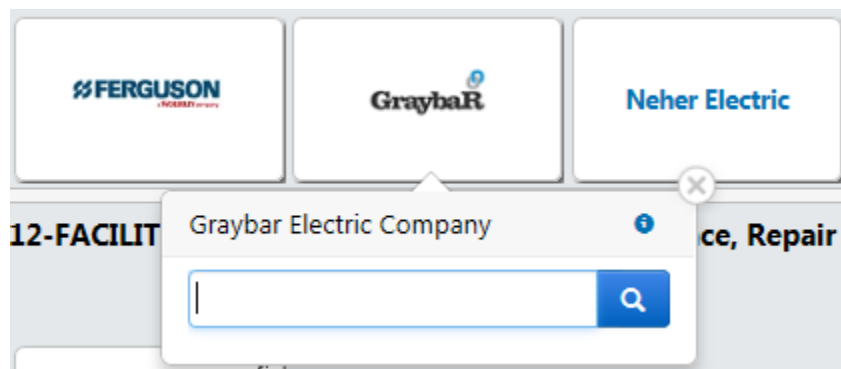
### Hosted Catalogs

#### Add an Item to a Cart

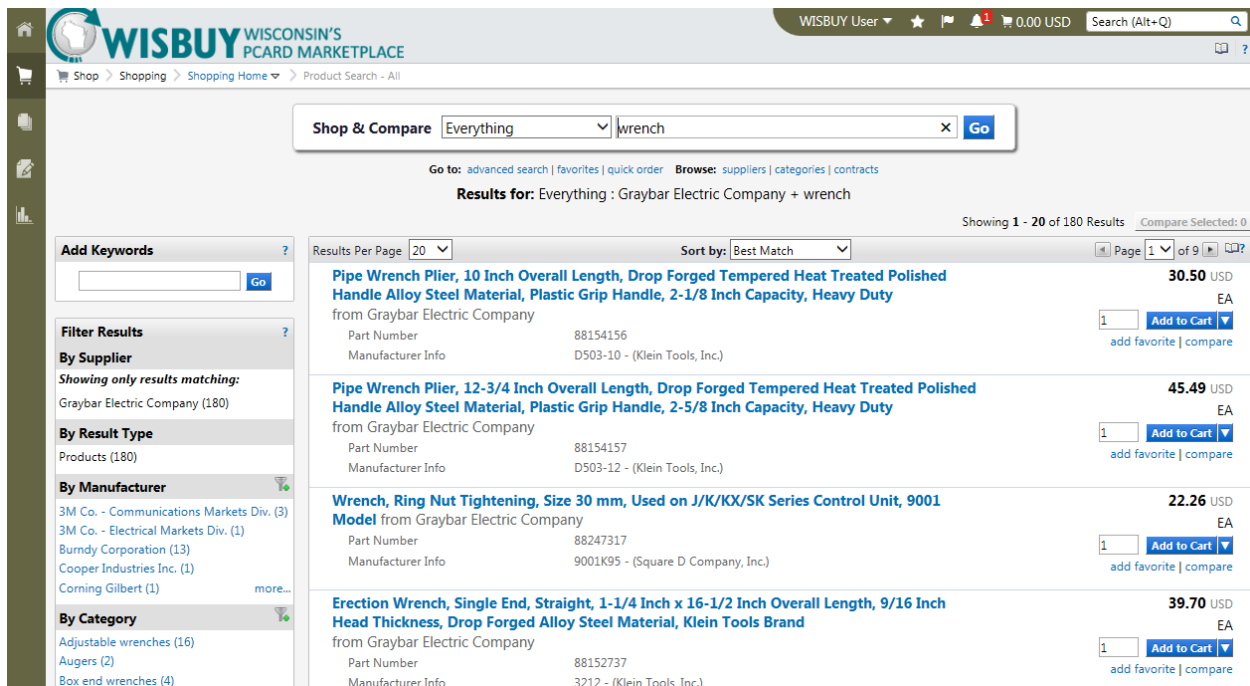
1. To search a product from a specific hosted catalog, click on the supplier and a search box will appear.



2. Type in an item description (in our example-we used wrench) you wish to search in the search bar and click on the search  button.



\* The number of products listed may be adjusted by selecting a different value from the results per page drop down at the upper left. Product search results may also be sorted by selecting sort criteria from the Sort by drop down at the upper center. Product results may be further refined by adjusting filters on the left panel in Filter Results. Choices are keyword, custom attribute, product flag, suppliers, category, packaging, manufacturer and result type,

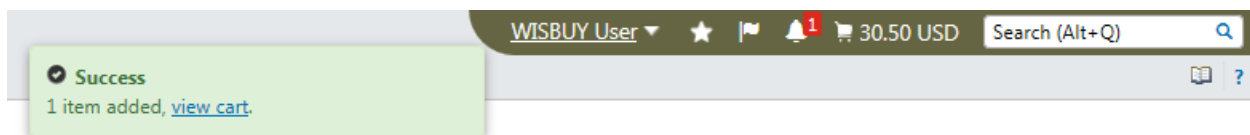


The screenshot shows the WISBUY search results page for the keyword 'wrench'. The page displays a list of four wrench products from Graybar Electric Company. Each product listing includes a title, part number, manufacturer info, and a price. The 'Add to Cart' link is highlighted in blue for each item.

Product Description	Part Number	Manufacturer Info	Price (USD)
Pipe Wrench Plier, 10 Inch Overall Length, Drop Forged Tempered Heat Treated Polished Handle Alloy Steel Material, Plastic Grip Handle, 2-1/8 Inch Capacity, Heavy Duty	88154156	D503-10 - (Klein Tools, Inc.)	30.50
Pipe Wrench Plier, 12-3/4 Inch Overall Length, Drop Forged Tempered Heat Treated Polished Handle Alloy Steel Material, Plastic Grip Handle, 2-5/8 Inch Capacity, Heavy Duty	88154157	D503-12 - (Klein Tools, Inc.)	45.49
Wrench, Ring Nut Tightening, Size 30 mm, Used on J/K/KX/SK Series Control Unit, 9001 Model	88247317	9001K95 - (Square D Company, Inc.)	22.26
Erection Wrench, Single End, Straight, 1-1/4 Inch x 16-1/2 Inch Overall Length, 9/16 Inch Head Thickness, Drop Forged Alloy Steel Material, Klein Tools Brand	88152737	3212 - (Klein Tools, Inc.)	39.70

3. Add an item directly to the active cart, on the right, by entering the desired quantity and selecting the blue “Add to Cart” link.

4. The quantity and price in the active cart at the top right has now changed to reflect the added product.

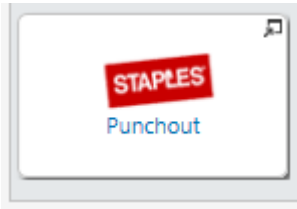


The screenshot shows the WISBUY cart with a success message: 'Success 1 item added, view cart.' The cart total is now 30.50 USD. The 'Add to Cart' link for the first product is highlighted in blue.

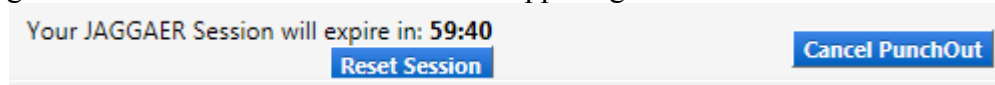
## Punchout Catalogs

### Add an Item to a Cart

To search a product from a punchout catalog, click on the supplier and the system will take you to the special website.




2. Wait while WISBuy connects to the punchout site. Notice that even though we have accessed the supplier site the shopper is still within the WISBuy environment and may return at any time by clicking the “Cancel PunchOut” button in the upper right hand corner.



3. Follow the instruction on the supplier site to add items to your cart. Click on the add to cart button then view your cart.

4. After you have added all your items, follow the prompts on the supplier punchout to complete your order.

5. After you click on “Submit Order or Check out” you will be brought back to the WISBuy, to your shopping cart. Notice you can see your items you selected from the hosted catalog and the punchout catalog in your WISBuy cart.



**WISBUY** WISCONSIN'S  
PCARD MARKETPLACE

WISBUY User

33.78 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1868953 - Draft Requisition


**Shopping Cart** for WISBUY User

Continue Shopping


2 Item(s) for a total of **33.78 USD**

Proceed to Checkout or Assign Cart


Name this cart: 2017-05-25 WISBUY User 02

Have you made changes? Update

Help Empty Cart Create New Cart Perform an action on (0 items selected)... Select All


**Graybar Electric Company** more info...

Product Description	Unit Price	Quantity	Total
Item added on May 25, 2017 <a href="#">Pipe Wrench Plier, 10 Inch Overall Length, Drop Forged Tempered Heat Treated Polished Handle Alloy Steel Material, Plastic Grip Handle, 2-1/8 Inch Capacity, Heavy Duty</a> Add to Favorites Remove More Actions Part Number 88154156 Manufacturer Info D503-10 - (Klein Tools, Inc.) Commodity Code 44588 Visers, All Kinds	30.50 USD EA	1 Update	30.50 USD


**Staples Advantage** more info...

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)  
 You can no longer access this item(s) on the supplier's website. [What does this mean?](#)  
 Line(s): 2


Product Description	Unit Price	Quantity	Total
Item added on May 25, 2017 <a href="#">Zebra Z-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink / Clear Barrel, 12/Pk</a> Add to Favorites Remove More Actions Part Number 563226 Manufacturer Info 22210 - (ZEBRA PEN CORPORATION) Commodity Code 62080 Pens (General Writing Types): Ball Point, Nylon Tip, Plastic Tip, Roller Ball, etc.	3.28 USD DZ	1 Update	3.28 USD

6. To make a change to items on the order created from a punchout site, the shopper must return to the supplier site to modify the items.

*\*\*Punchout sites are maintained by the suppliers so shoppers must note that the process to check-out and return to WISBuy will be different for each punchout site.*

## Customizing the Cart Name


- Now that the cart contains items, the shopper may customize the cart name. The cart name is a required field and the default format will contain the current date, user name, and cart number. This will be located towards the top right of the screen.


**Shopping Cart** for WISBUY User

Continue Shopping

Name this cart: 2017-05-25 WISBUY User 02

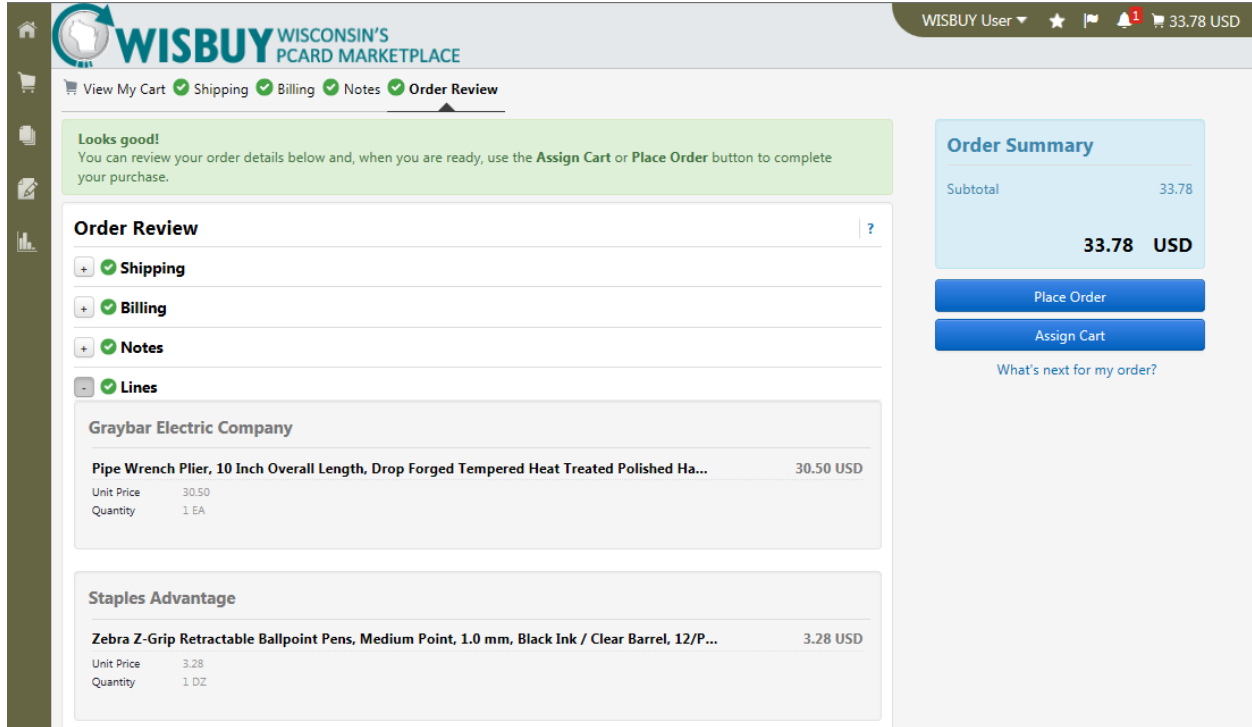
- The shopper may change the default cart name to a more meaningful value to reference the vendor name or project name. Pending carts renamed by the shopper are more easily found in WISBuy.


**Shopping Cart** for WISBUY User

Continue Shopping

Name this cart: My Desk

- When finished, click “Proceed to Checkout” to finish purchasing your order, click on the blue “Place Order” button.



The screenshot shows the WISBUY Order Review page. The top navigation bar includes the WISBUY logo, user name 'WISBUY User', and a cart icon showing '33.78 USD'. Below the navigation bar, there are links for 'View My Cart', 'Shipping', 'Billing', 'Notes', and 'Order Review'. A green message box states: 'Looks good! You can review your order details below and, when you are ready, use the Assign Cart or Place Order button to complete your purchase.'

The 'Order Review' section is divided into two main parts: 'Shipping', 'Billing', 'Notes', and 'Lines'. The 'Lines' section shows two items:

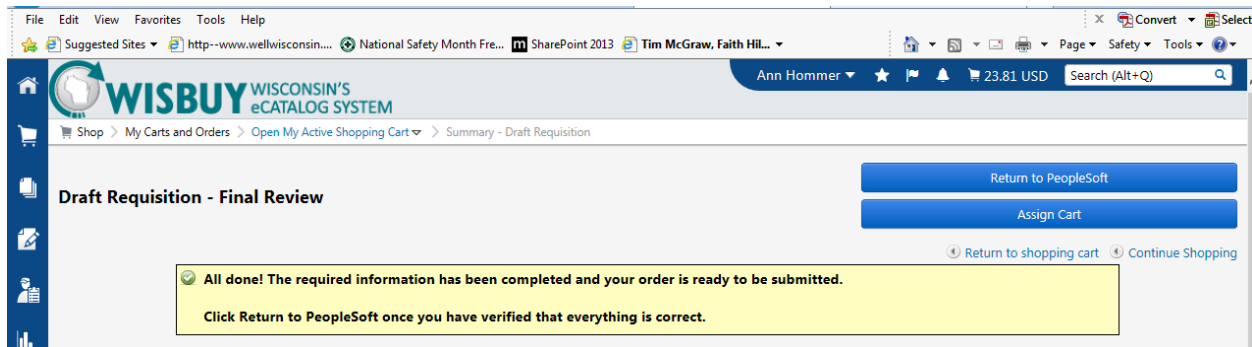
Graybar Electric Company	
Pipe Wrench Plier, 10 Inch Overall Length, Drop Forged Tempered Heat Treated Polished Ha...	30.50 USD
Unit Price	30.50
Quantity	1 EA

Staples Advantage	
Zebra Z-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink / Clear Barrel, 12/P...	3.28 USD
Unit Price	3.28
Quantity	1 DZ

On the right side, the 'Order Summary' shows a Subtotal of 33.78. Below this, there are two blue buttons: 'Place Order' and 'Assign Cart'. A link 'What's next for my order?' is also present.

## eCatalog









The screenshot shows the WISBUY eCatalog System 'Draft Requisition - Final Review' page. The top navigation bar includes the WISBUY logo, user name 'Ann Hommer', and a cart icon showing '23.81 USD'. Below the navigation bar, there are links for 'Shop', 'My Carts and Orders', 'Open My Active Shopping Cart', and 'Summary - Draft Requisition'.

The main content area is titled 'Draft Requisition - Final Review'. It features two blue buttons: 'Return to PeopleSoft' and 'Assign Cart'. Below these buttons, there is a yellow message box with a green checkmark icon and the text: 'All done! The required information has been completed and your order is ready to be submitted. Click Return to PeopleSoft once you have verified that everything is correct.'

At the bottom right, there are two links: 'Return to shopping cart' and 'Continue Shopping'.


- After your order has been sent to the supplier you will receive a confirmation from WISBuy.



 **WISBUY** WISCONSIN'S  
PCARD MARKETPLACE

WISBUY User ▼

Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1868953

 **Requisition Submitted**

**Next Steps**  
You can view or print this at: Requisition 1868953, or via the Document Search page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Return to your home page](#)
- [Create new draft cart](#)

**Requisition Summary**

Shopping Cart name	My Desk
Order date	5/25/2017
Order total	33.78 USD
Number of line items	2

This concludes the lesson on Basic Shopping in WISBuy. For further assistance, please contact [doawispro@Wwisconsin.gov](mailto:doawispro@Wwisconsin.gov) or visit the [WISBuy website](#).